

**COUNTY OF SAN LUIS OBISPO BOARD OF SUPERVISORS
AGENDA ITEM TRANSMITTAL**

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| (1) DEPARTMENT Library, SLO City-County | (2) MEETING DATE 6/4/2013 | (3) CONTACT/PHONE Brian Reynolds, Library Director 781- 5785 | |
| (4) SUBJECT Request to approve Amendment No. 1 to the contract with J & B Management Inc., doing business as Courier Systems, to continue providing courier services to transport Library materials for an additional two years, for an estimated annual amount of \$60,000. | | | |
| (5) RECOMMENDED ACTION It is recommended that your Board approve and direct the Chairperson to sign an amendment to the Contract with J & B Management Inc., doing business as Courier Systems, to continue providing courier services to transport Library materials for an additional two years. | | | |
| (6) FUNDING SOURCE(S) Various | (7) CURRENT YEAR FINANCIAL IMPACT \$60,000 | (8) ANNUAL FINANCIAL IMPACT \$60,000 | (9) BUDGETED? Yes |
| (10) AGENDA PLACEMENT <input checked="" type="checkbox"/> Consent <input type="checkbox"/> Presentation <input type="checkbox"/> Hearing (Time Est. ____) <input type="checkbox"/> Board Business (Time Est. ____) | | | |
| (11) EXECUTED DOCUMENTS <input type="checkbox"/> Resolutions <input checked="" type="checkbox"/> Contracts <input type="checkbox"/> Ordinances <input type="checkbox"/> N/A | | | |
| (12) OUTLINE AGREEMENT REQUISITION NUMBER (OAR) N/A | | (13) BUDGET ADJUSTMENT REQUIRED? BAR ID Number: <input type="checkbox"/> 4/5th's Vote Required <input checked="" type="checkbox"/> N/A | |
| (14) LOCATION MAP N/A | (15) BUSINESS IMPACT STATEMENT? No | (16) AGENDA ITEM HISTORY <input type="checkbox"/> N/A Date: <u>Feb 23, 2010</u> | |
| (17) ADMINISTRATIVE OFFICE REVIEW Geoff O'Quest, Administrative Analyst | | | |
| (18) SUPERVISOR DISTRICT(S) All Districts - | | | |

County of San Luis Obispo



TO: Board of Supervisors

FROM: Library, SLO City-County / Brian Reynolds, Library Director
781- 5785

DATE: 6/4/2013

SUBJECT: Request to approve Amendment No. 1 to the contract with J & B Management Inc., doing business as Courier Systems, to continue providing courier services to transport Library materials for an additional two years, for an estimated annual amount of \$60,000.

RECOMMENDATION

It is recommended that your Board approve and direct the Chairperson to sign an amendment to the Contract with J & B Management Inc., doing business as Courier Systems, to continue providing courier services to transport Library materials for an additional two years.

DISCUSSION

In October, 2009, the Library Department issued a request for proposal for courier services. Department staff reviewed each of the proposals and concluded that the best option was to contract with Courier Systems. Each proposal was evaluated on business and organizational ability, account services and overall costs.

In February 2010, your Board approved the initial three year contract with Courier Systems to provide courier services to the Library Department. In an effort to avoid interruption of services, the Library Department recommends extending the existing contract to continue utilizing courier services provided by Courier Systems.

The Library Department utilizes courier services to provide pickup and delivery of Library materials to various Library locations, and needs to continue these services without interruption.

OTHER AGENCY INVOLVEMENT/IMPACT

County Counsel has reviewed and approved the amendment to the contract as to form and legal effect.

FINANCIAL CONSIDERATIONS

In Fiscal Year 2011-12, the Library Department paid \$59,512 to Courier Systems for courier services. In FY 2012-13 and FY 2013-14, the Library Department has budgeted \$60,000 for courier services.

RESULTS

The renewal amendment ensures that Library materials are continued to be picked up and delivered as efficiently and effectively as possible. The continuation of these services supports the Library Department with its transportation of Library materials needs.

ATTACHMENTS

1. Amendment to the contract with Courier Systems.